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DD/A 81-1688

11 AUG 1981

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Acting Director of Information Services
Acting Director of Logistics
Director of Medical Services
Director of Security
Director of Training and Education
Special Support Assistant to the DDA
Information Handling Systems Architect
Acting Career Management Officer, DDA
Equal Employment Opportunity Officer, DDA

25X1 FROM: [REDACTED]
Executive Officer to the DDA

SUBJECT: Directorate of Administration Office Directors
Conference (U)

1. As you are aware, the Directorate of Administration Office Directors Conference is scheduled to be held [REDACTED] 1-3 October 1981. Our current plans are to depart [REDACTED] on 1 October during the afternoon and to close out the conference at 1200 hours, 3 October. (C)

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2. Since we have to have our agenda firmed up by the first week of September, it is requested that you forward suggested topics to me by 17 August. Topics addressed at the last two conferences include:

1979 - NAPA Report (Fitzwater)
Civil Service Reform Act [REDACTED]
Career Subgroups [REDACTED]
Community Budget and Resources [REDACTED]
Orientation Courses [REDACTED]
Long-Range Planning (Hart)
Security [REDACTED]

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1980 - The Directorate of Operations (McMahon)
Directorate Planning [REDACTED] et al.)
Productivity (McDonald/Sherman)
MI Subgroup and Proposed Expansion (White)
Survivability and Crisis Management (Hart)
EEO Status Report [REDACTED] (U)

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3. In addition to your suggested topics (and speakers), I welcome any other recommendations you may have regarding the conference. Thanks for your cooperation. (U)



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